

30 SEP 1968

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## CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

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## ACCESSIONING, DISPOSITION, HOLDINGS

| ACTIVITY (Items 2 through 18 in cubic feet)     | REPORTING PERIOD | FISCAL YEAR TO DATE | ESTABLISH TO DATE |
|---|------------------|---------------------|-------------------|
| 1. ACCESSION JOBS (Number)                      | 94               | 187                 |                   |
| 2. RECORDS ACCESSIONED                          | 712              | 1,543               | 126,382           |
| 3. RECORDS DISPOSED OF AT CENTER                | 309              | 669                 | 24,909            |
| 4. RECORDS TRANSFERRED FROM CENTER              | 60               | 8812                | 33,212            |
| 5. RECORDS HOLDINGS                             | 68,261           |                     |                   |
| 6. INTELLIGENCE REPORTS RECEIVED                | 358              | 665                 | 63,903            |
| 7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER   | 116              | 175                 | 27,086            |
| 8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER | 17               | 163                 | 14,729            |
| 9. INTELLIGENCE REPORTS HOLDINGS                | 22,088           |                     |                   |
| 10. VITAL RECORDS RECEIVED                      | 80               | 153                 | 18,031            |
| 11. VITAL RECORDS DISPOSED OF AT CENTER         | 32               | 49                  | 4,564             |
| 12. VITAL RECORDS TRANSFERRED FROM CENTER       | 5                | 12                  | 4,577             |
| 13. VITAL RECORDS HOLDINGS                      | 8,890            |                     |                   |
| 14. ARCHIVES ACCESSIONED                        | 19               | 32                  | 7,557             |
| 15. ARCHIVES DISPOSED OF AT CENTER              | 5                | 10                  | 288               |
| 16. ARCHIVES TRANSFERRED FROM CENTER            | 0                | 0                   | 902               |
| 17. ARCHIVES HOLDINGS                           | 6,367            |                     |                   |
| 18. TOTAL HOLDINGS                              | 105,606          |                     |                   |

## REFERENCE SERVICES

| SERVICE (Number)            | REPORTING PERIOD | FISCAL YEAR TO DATE | ESTABLISH TO DATE |
|-----------------------------|------------------|---------------------|-------------------|
| 19. RECORD DOCUMENTS LOANED | 5,462            | 11,068              | 786,913           |
| 20. INFORMATIONAL REQUESTS  | 792              | 1,544               | 46,111            |
| 21. Archival Documents      | 603              | 756                 |                   |
| 22. INTELLIGENCE REPORTS    | 2,479            | 6,427               |                   |
| 23. VITAL RECORDS           | 115              | 401                 |                   |
| 24. TOTAL                   | 9,451            | 20,196              |                   |
| 25. NO. OF PAGES REPRODUCED | 1,147            | 2,071               |                   |

## ITEMS RECEIVED

| ITEMS (Number)           | REPORTING PERIOD | FISCAL YEAR TO DATE |  |
|--------------------------|------------------|---------------------|--|
| 26. INTELLIGENCE REPORTS | 94,278           | 193,053             |  |
| A. INITIAL RECEIPT       | 91,762           | 189,278             |  |
| B. RETURNS               | 2,516            | 3,775               |  |
| 27. Archival Documents   | 2,102            | 3,992               |  |
| 28. VITAL RECORDS        | 1,545            | 3,199               |  |
| 29. TOTAL                | 97,925           | 200,244             |  |

## SHELVING UTILIZATION

| SPACE (Cubic feet)      | REPORTING PERIOD |  |
|-------------------------|------------------|--|
| 30. TOTAL CAPACITY      | 132,202          |  |
| 31. UTILIZED            | 85,294           |  |
| 32. <del>XXXXXXXX</del> | 20,312           |  |
| 33. AVAILABLE           | 26,596           |  |

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